

Planning Division

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www.ci.lathrop.ca.us

RECEIVED

November 7, 2005

NOV - 9 2005

DIV. OF HOUSING
POLICY DEVELOPMENT HCD

Department of Housing and
Community Development
Housing Policy Development
1800 Third Street
Room 430
Sacramento, CA 95814

Re: Annual Progress Report Housing Element 2004/2005

Enclosed is the Annual Progress Report on Implementation of the Housing Element for fiscal year 2004/2005. The enclosed completed form obtained from the HCD web site includes and attachment in response the item B. 1. A copy of the City of Lathrop's Goals and Objectives are included with attachment 1.

Please contact me at (209) 941-7295 if you have any questions.

Sincerely



Deanna D. Walsh, Principal Planner

Attachments:

- o Annual Progress Report 2004/2005

cc: Marilyn Ponton, Interim Community Development Director
Office of Planning & Research

**Annual Progress Report¹
on Implementation of the Housing Element
General Plan Report requirement pursuant to
Section 65400 of the Government Code**

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NOV - 9 2005
DIV. OF HOUSING
POLICY DEVELOPMENT HCD

Government Code Section 65400(b)(1) mandates that all cities and counties submit to their legislative bodies an annual report on the status of the general plan and progress in its implementation (the "Progress Report"). Only charter cities are exempt from the requirement to prepare Progress Reports, pursuant to Government Code Section 65700. However, a charter city may have elected to include the annual progress report as one of its goals and objectives in their most recent element. A copy of this Progress Report must also be sent to the Governor's Office of Planning and Research (OPR) and the Department of Housing and Community Development (HCD).

Jurisdiction: [City of Lathrop](#)

Address: [390 Towne Centre Drive, Lathrop CA 95330](#)

Contact: [Marilyn Ponton](#) Title: [Interim Community Development Director](#)

Phone: [\(209\) 941-7200 Ext. 7292](#) E-mail: mponton@ci.lathrop.ca.us

Report Period: [July 2004](#) To: [June 2005](#)

The following should be included in the report:

A. Progress in meeting Regional Housing Need.

1. Total number of new housing permits issued by type.
[Multi-Family Permits issued = 4 units](#)
[Single Family Permits Issued = 700](#)
2. Describe the affordability, by income level, of new units including the number of deed restricted affordable housing unit.

Type	Number of New Housing Permits Issued by Income Range			
	Very Low Income	Low Income	Moderate Income	Above Moderate Income
Single Family				700
Duplex		4 units		
Multifamily				
Mobile Home				

No deed restricted affordable housing units.

¹ Suitable for submission for Workforce Housing Program and to meet HCD Annual Report Requirements

3. Compare units added to regional housing need allocation by income category (very low, lower, moderate, and above moderate).

Income Group	RHNA	New Construcion Units Permitted During Reporting Period	Remaining New Construction Needed
Very Low	188	0	188
Low	158	4	154
Moderate	189	0	0
Above Moderate	209	700	0

Note: We have had several moderate infill single-family homes constructed but they were outside the time frame for this reporting period.

B. The effectiveness of the housing element in attainment of the community's housing goals and objectives.

1. Include a program-by-program status report relative to implementation schedule from each program in the housing element; describe actions taken to implement each program.
2. Assess effectiveness of actions and outcomes.

1. Goal/Objective		
Program	Original Implementation Date	Progress
SEE ATTACHMENT #1		

C. Progress toward mitigating governmental constraints identified in the housing element.

Identified Constraint	Mitigation Progress
Time to process plans	Expiated Plan Review from 5 weeks down to 2 ½ weeks.
Building Permits	Over the counter building permits to include reproofing, stucco, windows, heating & air conditioning, and minor electrical repair.
Occupancy Permits	In 48 hours

D. Any other housing related ordinances or actions by the City Council/Board of Supervisors that would affect the housing element.

1. Continued participation in the CDBG and HOME Rehabilitation Programs
2. Historic Lathrop Loan Program a low interest loan program up to \$25,000 to pay half of City plan check fees, capital facility fees, including any needed sewer.

3. Historic Lathrop Overlay District for low and medium density residential zoned property located on the east side of the City of Lathrop. The overlay zone includes subdivided lots that permit property owners to increase the size of their existing house and vacant infill parcels that can be developed into small lot, zero lots, or zipper lots. Development standards for multi-family land uses address attached units such as townhouses, condominiums, apartments, cluster housing, and duets units. This proposed ordinance has been supported by the Mayor's Committee on Historic Lathrop. The City Council was presented with a review of the proposed overlay zone information and directed staff to prepare the ordinance which will be recommended for adoption on 11-15-05, if adopted, will have a second reading on 12-6-05, to become effective 30 days thereafter. This ordinance will make it easier for property owners to develop their property.



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OCTOBER 26, 2005

Objective 1-1

Program: Not applied for to date.

Objective 1-2

Program: Pre-development meetings are always held with representative from city departments to discuss proposed developer projects with each potential developer. Issues discussed include all the elements necessary to develop within the City of Lathrop including design, standards, public improvements and funding as indicated in the Housing Element. This is an ongoing program including discussion regarding affordable and small lot developments.

Objective 1-3:

Program: Staff provides information regarding the Pacific Housing Finance agency program to all individuals interested in home ownership. This is an ongoing effort

Program: The City of Lathrop participates in the HOME Program through the County Consortium. This is an ongoing program and to date has provided funds to 16 families through this program.

Program: Inclusionary zoning still under study

Program: The former Community Development Director met with Board of Realtors and other community development directors to discuss regional development on a regular basis. The Mayor is a COG member of the Regional Transportation Committee and the Ace Rail Transportation Commission who meet on a regular basis.

Objective 1-4:

Program: City supports the homeless service providers through the CDBG funding program. Zoning ordinance permits alcoholic and drug recovery facility, state authorized, certified or licensed family care home, foster home or group home serving seven or more mentally disordered or otherwise handicapped persons, or dependent and neglected children in both the single-family and multi-family residential zones of the city.

Program: City supports density bonus units under the Planned Unit Development of the City code. fast tracking through the building division process, fee deferral has been implemented through the Historic Lathrop Loan Program (HLLP), is designed to provide financial assistance in the form of low interest loan from the City to property owners and homeowners who are interested in improving their existing homes and or in developing residential units on small infill sites. The HLLP loan funds

are available to pay up to one-half of City plan check fees; capital facility fees; including any sewer capacity; and permit fees. The maximum loan amount is \$25,000.

Program: The City provides grants to very low income, disabled persons, and senior citizens through the CDBG grant program and Home Rehabilitation Program. This is a program that provides assistance to property owners and mobile home owners to make needed renovations affordable to low income homeowners as well as offer a range of services to preserve the health and safety for persons with a decent and safe place to live.

Program: Based on the ability to care for the persons. The Cities Zoning Ordinance allows State licensed group homes, foster homes, residential care facilities and similar state-licensed facilities and does not limit the number of persons.

Program: The City ordinances are annually reviewed as are the building code requirements to insure that the City ensures compliance with ADA requirements.

Program: The existing farms within the City of Lathrop are very few. There have been discussions with the several farmers in the area and to date there has not been any request for needed housing for farm labor. It appears that the type of farming utilized is not labor intensive.

Program: See previous answer.

Objective 1-5

Program: The City supports the San Joaquin Housing Authority and their programs to obtain Housing Vouchers for the Housing Authority.

Objective 2-1

Program: Ongoing done on an annual basis through the HTE computer system.

Program: Ongoing process the discretionary permit process is a coordinated process through the Planning Division. All discretionary permits are reviewed by appropriate city departments and conditions are provided to the Planning Division who in turn prepares the staff report and conditions for consideration by the Planning Commission. This process usually takes 60 days.

Program: The City has maintained flexible process for permitting in that we have pre-application meetings with developers to make sure that all issues are resolved prior to submitting applications. Once applications are submitted the city departments are given one week to respond with conditions or two weeks to respond if the project is more complex. The City department have been working as a team with representatives from each department to work with developers to process projects that will meet the applicants needs while meeting health and safety requirements. The City recently hired a consulting firm to review all the city processes and determine which processes could be eliminated and or revised to provide the best customer service in a timely manner. That study will be considered by the Council soon and then implementation will begin over time to address the issues in the report.

Program: This is an ongoing process with each project reviewed to determine if the project can meet the exemption criteria under state CEQA guidelines.

Program: Currently not under consideration anticipated to review this process in 2006.

Program: The city is working on a computer system that will establish from the date of application the complete process for each application and provide the applicant that information on the day the application is submitted. This system will give the applicant the each step of the process and the date that step is to be completed through the entitlement process and building process.

Program: The City code permits second dwelling units. The applicant is encouraged to include this as part of the housing plan when appropriate to the design concept. This is an ongoing and has been included in the specific plans and urban design concepts adopted since 2003.

Program: The City code permits 25 percent density in the single-family and multi-family zones for granting of density bonuses and other incentives for housing development intended for low or moderate income households.

Objective 2-2

Program: All housing developers and agencies are given the opportunity to utilize the Housing Element. All interested persons are provided a copy of the Housing Element. Workshops have not been implemented on a broad scale. However with each developer interested in development of the various urban design concepts and specific plans copies of the Housing Element have been provided.

Objective 3-2

Program: To be implemented once the Historic Lathrop Overlay Zone is adopted and becomes effective in January 2006.

Objective 3-2:

Program: The concept of a Historic Lathrop Overlay Zone was presented to the City Council in July 2005. The Council directed staff to prepare an ordinance. It is scheduled for Council consideration on November 15, 2005. This new zone would permit development of vacant infill parcels with small (40 ft. X 80 ft) lot development in the single-family zone. In the multi-family zoned area attached housing could be developed consisting of duets, townhouses, rowhouses, condominiums, and apartments. Detached housing may consist of zero lots, zipper lots, courtyard or cluster housing. This would allow for affordable units to be developed in Lathrop.

Program: Development of the Central Lathrop Specific Plan, the River Islands at Lathrop Plan, and the Mossdale Landing Urban Design Concept provide for mixed use developments. These areas are designed to provide a variety of land uses to include low density, medium density, high density, and mixed use high density residential uses. These land uses will provide an opportunity for a wide variety of residential, employment, and other commercial uses, civic, and open space.

Objective 3-3

Program: See Historic Lathrop Overlay Zone above. The City is in the process of establishing the Historic Lathrop Overlay Zone to include all vacant and undeveloped parcels in the residential areas of the City. The remaining portions of the City are under Specific Plans or Urban Design Concepts that allow for a mix of residential land uses.

Program: The Historic Lathrop Overlay Zone will accomplish the this program as does the various specific plans and urban design concepts that address a mix of residential land uses.

Program: No down-zoning of residential property has been requested to date. Ongoing.

Objective 4-1

Program: The Historic Lathrop Committee was established by the City Council in 2004. The Committee contains four members of the community that live in Historic Lathrop and the Chairperson is the Mayor. The staff to the Committee is Deanna Walsh, Principal Planner. The Committee has been working of revitalization of the residential areas both single-family and multi-family. They are working on a program to rejuvenate the Lathrop Downtown areas. The new Save Mart shopping center recently opened with a Save Mart supermarket the first in Lathrop. The shopping center will include other businesses such as Washington Mutual, Starbucks, and other commercial uses yet to be named. A commercial retail development adjacent to the Save Mart site is also being proposed to include three buildings totaling 30,500 square feet. Recently an existing small market has been revitalized in Historic Lathrop. A small lot development project has recently had a pre-application meeting and is anticipated to make application soon. This task force has done a great deal to encourage development in Historic Lathrop.

Program: The City of Lathrop has two part time code enforcement officers. Over the past ten months code enforcement staff has handled 1,777 code enforcement cases. Ongoing.

Program: The City of Lathrop continues to supplies Community Energy Efficiency Program information. Ongoing.

Objective 4-2

Program: The City of Lathrop continues yearly to participate in the CDBG program. Since 2003 the City has approved three homes for rehabilitation funds and eleven mobile home rehabilitation funds. Ongoing.

Program: There are certain areas of Historic Lathrop that need housing rehabilitation that is why the City has established the HLLP program to assist home owners in obtaining rehabilitation. This information is frequently included in the City water bill. Ongoing.

Program: The City of Lathrop has in cooperation with Cote Enforcement encourages use of the CDBG, HOME, and HLLP Programs for local residences in Historic Lathrop. Ongoing

Program: Funding is available through the various City and County programs. Ongoing.

Objective 5-1

Program: This is ongoing through the San Joaquin County Housing Authority Programs for Housing Assistance that includes residences in the City of Lathrop. This information is given to Housing Assistance residences.

Program: The City of Lathrop obtains this information from the San Joaquin County Housing Authority and makes it available at the senior center and City Hall.

Program: The City of Lathrop has received complaints from the mobile home residences regarding increases in rent of mobile home spaces and criminal activity. The City has established a committee with a member of the City Council to look into this matter. Relative to housing discriminations there have been no complaints to date.

Program: No action to date

Objective 6-1

Program: Ongoing through the San Joaquin County Housing Authority.

Objective 6-2

Program: The Community Development Department has worked with all developers to coordinate housing needs through the development of the specific plans and urban design concepts adopted by the City to address housing needs of the community. Annual workshops have not been conducted in favor of the specific plan process to address housing needs.

1. Goal/Objective		
Program	Original Implementation Date	Progress
Goal 1: HOUSING OPPORTUNITIES AND ACCESSIBILITY It is the Goal of the City of Lathrop to concentrate its efforts to increase the availability of permanent housing for all community residents.		
<u>Objective 1-1:</u> Seek assistance under federal, state, and other programs for eligible activities within the City that address affordable housing needs.		
Program: The City will apply for the new funding which will be made available through Proposition 46. For example, investigate the CalHome program to allow for First-Time homebuyer assistance to families living in Lathrop. In addition, in partnership with an interested non-profit developer, apply to the MHP program for the development of low-income housing. Finally, as affordable units are developed, apply for the Workforce Housing Rewards Program to garner grant money to improve the older, downtown Lathrop district.	Timing: Beginning January 2005, ongoing	
<u>Objective 1-2:</u> Provide home ownership opportunities whenever possible.		
Program: Continue to offer predevelopment meetings to developers with a proposed project where developers have an opportunity to meet with various City staff representing numerous City departments (e.g. planning, building, engineering, etc.) to strategize about project design, City standards, necessary public improvements, and funding strategies.	Timing: Every January, 2004 ongoing	
<u>Objective 1-2:</u> Provide home ownership opportunities whenever possible.		
Program: The participants in the Pacific Housing Finance agency by renewing their membership each year, thereby allowing qualified households in Lathrop to be able to gain assistance purchasing a home.	Every January, ongoing	
Program: Investigate allocating HOME funds from the County Consortium or applying for to establish a First-Time-Home-Buyer program, that would provide down payment assistance in purchasing homes.	December 2004	
Program: Consider the feasibility of an inclusionary zoning program for the development of affordable housing.	December 2004	
Program: Arrange an annual meeting with representatives of the Board of Realtors, and other community development agencies to track regional development.	December 2004 or in conjunction with already established meeting schedules	
<u>Objective 1-3:</u> Encourage the development of housing and programs to assist special needs persons.		
Program: Actively support efforts of homeless service providers in establishing a short-term bed facility for segments of the homeless population including specialized groups such as the mentally ill, and chronically disabled. Identify potential land that can be used for a homeless or transition shelter.	Identify sites by December 2006, ongoing	
Program: Investigate incentives such as density bonus units, fee underwriting, fee deferral, fast-tracking and reporting procedures that can be implemented to encourage and monitor the development of housing opportunities for specialized housing needs.	January 2005	

Program: Amend the City's current housing rehabilitation program guidelines to include a grant to very low income disabled persons and senior citizens to improve accessibility and safety.	January 2005	
Program: Revise zoning ordinance to allow State licensed group homes, foster homes, residential care facilities, and similar state-licensed facilities, regardless of the number of occupants, are deemed permitted by right in a residential zoning district, pursuant to state and federal law.	June 2004	
Program: Regularly monitor the City's ordinances, codes, policies, and procedures to ensure that they comply with the "reasonable accommodation" for disabled provisions.	Annually in June	
Program: Work with farm owners and central labor providers to determine the number of farmworkers who may need housing. The resulting report should address: permanent workers, seasonal resident workers, and migrant workers.	March 2005	
Program: The City in conjunction with local developers will identify potential sites and/or provide or seek financial assistance to prospective developers of the housing for farm labor through the Joe Serna Farmworker Grant Program.	Timing: The City would like to make an application by June 2005, ongoing	
Objective 1-4: Assist the Housing Authority of the County of San Joaquin to meet the growing demand for public housing units and rental assistance through the voucher programs.		
Program: Work with the San Joaquin Housing Authority and use all the influence the City has to obtain more Housing Vouchers for the Housing Authority.	Timing: ongoing	
GOAL 2: REMOVE CONSTRAINTS The goal of the Housing Element is to remove constraints that hinder the construction of affordable housing.		
Objective 2-1: Provide the citizens in the City of Lathrop with reasonably priced housing opportunities within the financial capacity of all members of the community.		
Program: Monitor average processing times for discretionary development permits on an annual basis.	Timing: Annually in June	
Program: Design the discretionary permit process system to promote a coordinated review process among affected city departments to reduce delays and processing time.	Timing: December 2004	
Program: Adopt a policy stressing the importance of "flexibility" in review and processing of permit and other application processing. Establish an "in-house" group to review regulations and determine the best and most economical approaches to providing affordable housing without compromising health and safety and the purpose and intent of the City's design regulations.	Timing: August 2004	
Program: Implement provisions of state law that exempt certain affordable housing projects from CEQA, if specified criteria are met.	Timing: ongoing	
Program: In order to facilitate and encourage the provision of emergency shelters and transitional shelters, the City shall amend the current zoning code to specifically identify this type of shelter as allowable uses in the Multifamily Zone with Administrative Approval.	Timing: June of 2005	
Program: Develop a housing affordability impact review system that will review the actions of all city departments during the review and approval process.	Timing: January 2005	
Programs: Encourage developers to include second dwelling units as an integral part of their project and to plan for second dwelling units in the design of their projects.	Timing: ongoing	
Program: Provide incentives to developers who agree to construct at least 10 percent of total units toward very low and low-income units or senior citizen affordable units.	Timing: 1 st Quarter 2004	

Objective 2-2: Provide technical assistance to developers, nonprofit organizations, or other qualified private sector interests in the application and development of projects for federal and state housing programs/grants.		
Program: Publish the City's Housing Element and updates, Annual Action Plan and respective notices. Provide an annual funding application workshop for interested agencies and developers.	Timing: On-going	
GOAL 3: PROVIDE AND MAINTAIN AN ADEQUATE SUPPLY OF SITES FOR THE DEVELOPMENT OF NEW AFFORDABLE HOUSING It is the goal of the City of Lathrop to provide adequate, suitable sites for residential use and development or maintenance of a range of housing that varies sufficiently in terms of cost, design, size, location, and tenure to meet the housing needs of all economic segments of the community at a level which can be supported by the infrastructure.		
Objective 3-1: Provide information to for-profit and non-profit developers and other housing providers on available vacant land.		
Program: Establish a list of non-profit developers who would be interested in developing affordable housing in the City. Monitor the status of the underutilized land, if the land becomes available notify developers on the list so as to encourage further development of affordable housing within the City.	Timing: June 2005	
Objective 3-2: Continue to provide opportunities for mixed-use developments.		
Program: Continue to encourage development of well planned and designed projects that provides for the development of compatible residential, commercial, industrial, institutional, or public uses within a single project or neighborhood by provide incentives such as allowing higher building intensities, reduced parking requirements, reduced set-back and yard requirements, allow for a higher building height, and greater floor area ratios in these zones as in the Village Commercial Zone in the Mossdale Landing Specific Plan. In addition, the City will work closely with the developer of these projects to expedite processing and permit procedures.	Timing: Initial program development by first quarter 2004, ongoing.	
Objective 3-3: Provide a sufficient amount of zoned land to accommodate development for all housing types and income levels.		
Program: Monitor the amount of land zoned for both single family and multifamily development and initiate zone changes to accommodate affordable housing. Utilizing the program referenced in Policy 1-1-1, "ensure that a sufficient amount of residentially zoned land is maintained."	Timing: Quarterly	
Program: Implement the <u>minimum</u> development densities established for each residential zoning district and prohibit development at a lower density.	Timing: Immediate and ongoing	
Program: Implement the provisions of AB 2292 (Dutra) and prevent the down-zoning of a residential property without a concomitant up-zoning of a comparable property.		
GOAL 4: PRESERVE, REHABILITATE, AND ENHANCE EXISTING HOUSING AND NEIGHBORHOODS It is the goal of the City of Lathrop to initiate all reasonable efforts to preserve the availability of existing housing opportunities and to conserve as well as enhance the quality of existing dwelling units and residential neighborhoods.		
Objective 4-1: Preserve existing neighborhoods.		
Program: Establish a taskforce to examine the rejuvenation of the Lathrop Downtown area. This taskforce will be assembled to examine code enforcement issues, propose suggestions on the beautification and rehabilitation of the area and preserve the historic character of Lathrop.	Timing: December 2005	

Program: Establish a full time code enforcement officer who will vigorously enforce the building and zoning codes in areas where dilapidation may be occurring.	Timing: December 2004	
Program: Supply energy conservation awareness brochures in all public meeting places.	Timing: June of 2004	
Objective 4-2: Maintain, preserve and rehabilitate the existing housing stock in the City of Lathrop.		
Program: Continue to make available and aggressively market CDBG single-family housing rehabilitation funds. Rehabilitate 15 units during the five-year lifespan of the Housing Element.	Timing: Annually with funding cycle	
Program: Aggressively market the Housing Rehabilitation program in targeted areas with need for rehabilitation as identified by City staff	Timing: June 2004	
Program: Coordinate housing rehabilitation programs with code enforcement efforts and combine both targeted and citywide effort neighborhood participation. Continue to provide funding and support for the rehabilitation of mobile homes.	Timing: Ongoing	
Program: Expand rehabilitation program eligibility to include rental properties.	Timing: Starting with the funding cycle in 2004	

GOAL 5: PROVIDE HOUSING FREE FROM DISCRIMINATION

It is the goal of the City of Lathrop to ensure that all existing and future housing opportunities are open and available to all members of the community without discrimination on the basis of race, color, religion, sex, national origin or ancestry, marital status, age, household composition or size, or any other arbitrary factors.

Objective 5-1: Eliminate housing discrimination.

Program: Require that all recipients of locally administered housing assistance funds acknowledge their understanding of fair housing law and affirm their commitment to the law.	Timing: Immediate and ongoing	
Program: Acquire and maintain fair housing materials, including all pertinent resource, posters and information available through the Department of Fair Employment and Housing (DFEH) and Housing and Urban Development (HUD) to educate on a variety of fair housing issues. Develop information flyers and brochures that highlight (1) disability provisions of both federal and state fair housing laws and (2) familial status discrimination to be distributed at all types of outreach events including health fairs, and City sponsored events. Distribute materials to public locations such as the library and senior center, multifamily housing, and the City hall.	Timing: October 2004	
Program: Continue to refer all housing discrimination referrals to the City Principal Planner who will work with the complainant and refer complaints to the State Fair Employment and Housing Commission.	Timing: Ongoing	
Program: Seek funding to conduct an Assessment of Impediments (AI) to affordable housing.	Timing: June 2005	

GOAL 6: ENCOURAGE AND ENHANCE COORDINATION

It is the goal of the City of Lathrop to coordinate local housing efforts with appropriate federal, state, regional, and local governments and/or agencies and to cooperate in the implementation of intergovernmental housing programs to ensure maximum effectiveness in solving local and regional housing problems.

Objective 6-1: Maximize coordination and cooperation among housing providers and program managers.

Program: Maintain membership in the Housing Authority to qualify City residents for Section 8- existing housing assistance administered by the Housing Authority. Provide information on the availability of Housing Authority programs to qualified residents.	Timing: Immediate and ongoing	
<u>Objective 6-2:</u> Achieve a jobs/housing balance.		
Program: Coordinate annual workshop with employers, members of the housing community and City officials to identify the housing needs of community.	Timing: Annually starting 2004	